



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

**SPED 04-12**

M E M O R A N D U M

March 10, 2004

**TO: Surrogate Parents Trainers**

**FROM:** Mary Mitchell  
Surrogate Parent Program Coordinator  
Exceptional Student Services

**RE: Update on Trainings**

Hello all,

I hope all is well. Please let me take the time to congratulate you on the trainings that have taken place over the last year. The evaluations have been nothing but complimentary to you as trainers. Surrogate parent trainees have continually surpassed our expectations. You have provided potential surrogate parents with a concise, yet thorough, introduction to special education. Your wealth of knowledge and expertise in the area of special education is valued and we appreciate the time and effort you put into our training program.

I wanted to send a reminder about surrogate parent trainings. Because of budget cuts, all programs in Exceptional Student Services are trying to save money where we can. One way for the Surrogate Parent Program to save money is through our training services. Last year, most of the budget was spent on trainings- the average cost to train a certified surrogate parent was \$250/person last fiscal year. This is partly due to the amount of people trained per session and the follow-through of trained individuals submitting fingerprint information. I believe that this problem can be solved so that we can keep the cost of trainings down.

Last year I encouraged trainers to train at least five people per session to keep our cost down to at least \$40/person. Please help me in this endeavor. Here's what I'm asking:

- All trainings must go through Laura so that we have accurate documentation of requests for training v. trained surrogate parents.
- At a minimum, 5 people per training, except in extreme circumstances and approved by me. You will not be reimbursed for unapproved trainings with less than 5 participants.
- All trainees must present a copy of a fingerprint clearance card. If trainees do not have, fingerprint clearance, please do not allow the trainee to stay for the training session.

- Please allow the first 15 minutes of the training session for trainees to complete the necessary paperwork. All paperwork (copy of fingerprint clearance card, Verification of Training form, tax forms) must accompany your Stipend Invoice for reimbursement.

With these criteria in place, we will begin to see savings in the Surrogate Parent budget and will, perhaps, be able to redirect funds to other needed areas in the Surrogate Parent Program. Currently, I am investigating a possible training incentive stipend. There are also other new, exciting changes in the Surrogate Parent Program this coming year. I will keep you informed on the future changes in the Surrogate Parent Program.

I do appreciate your consideration regarding this matter. If you have any questions or comments regarding this memo, please contact me at (602) 364-4023. If you have questions regarding the necessary forms for Surrogate Parent trainees, please contact Laura Gelardo at (602) 364-0866.

Cordially,

Mary Mitchell Surrogate Parent Supervisor